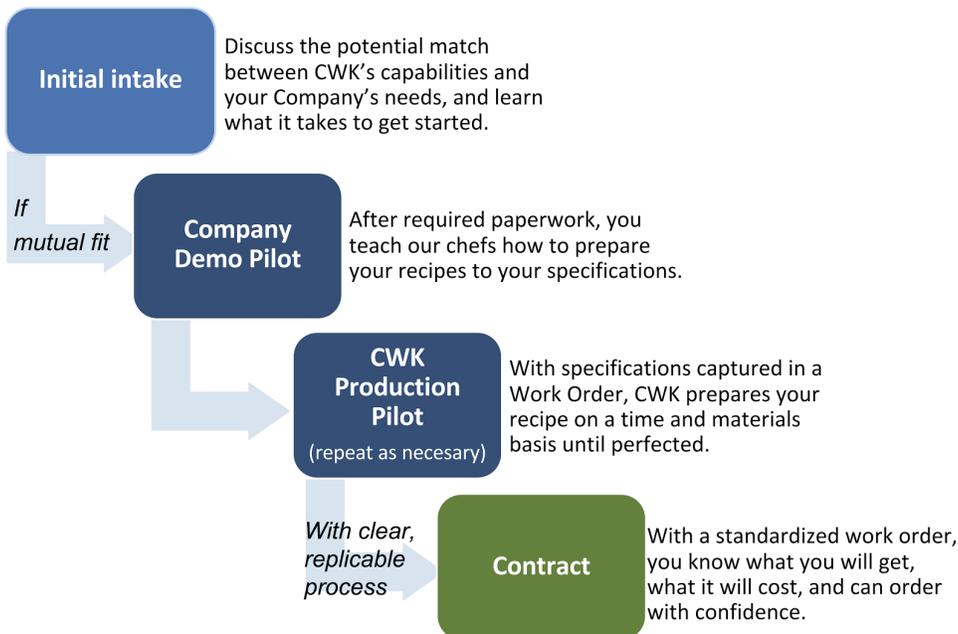


Welcome to the Commonwealth Kitchen Commissary - An Overview

Thank you for your interest in contracting with the CWK commissary to provide food production services for your growing business. Our goal is to provide you (and *all* of our customers and members) the highest level of service, a fair price, an open and constructive working partnership, and an outstanding product. Our Commissary Handbook fully describes the process by which we will engage to ensure our mutual success and to respect your business and our own, as well as the requirements of our membership, community and our staff. This overview is meant to give you a good sense of the way we work.

Our Process: When you come in for your initial intake, we will spend time educating you about our process, capabilities and pricing. This diagram reflects the basic stages you will follow as we develop a clear, repeatable process for delivering you a top quality product, to your specifications, on time and on budget.



Signatures & Documents: Each stage of work requires written documents, agreements, etc. These protect your interests and ours, and enable clear, crisp documentation of the work required to produce your product. For example, before we get started on the Company Demo Pilot, we will require a Demo Pilot Agreement signed by your company and CWK, as well as a certificate of insurance, a signed Hold Harmless release and a Demo Work Order that outlines the work being undertaken (we will never perform work without a work order!). See Appendix for details.

Fees: With the exception of the Initial Intake meeting, CWK charges fees for all aspects of our work including staff time, kitchen space and supervision, storage (dry, refrigerated and frozen), recipe development and consulting. Rates go down as you move toward membership; all members and commissary customers receive discounted kitchen and other fees.

Getting Started: Once you return the Intake Form (complete it [here!](#)), we can schedule an intake meeting where you will receive your Commissary Handbook, Pilot Agreement Form & a Demo Work Order. We will also review our process, your production scope, roles, and timelines as part of the intake.